

## PROJECT MANAGER - PARENT AND MENTORING INITIATIVES

Are you a talented Program Manager with a passion for Mentoring? This position will work closely with a team of professionals and oversee The Partnership's grant funded projects to serve youth with effective mentoring services, and community-based fatherhood programs providing drug and alcohol prevention services. The Project Manager will manage all aspects of the fiduciary relationships with contracting agencies, developing, and facilitating training and technical assistance.

The ideal candidate for this position will be an innovative, enthusiastic professional who communicates effectively with a wide range of partners and stakeholders in diverse populations.

This is a 37.5 hour full-time, exempt level, Connecticut-based, benefits eligible position. Travel is statewide within CT, 40% primarily during the business day in the field. Some nights, weekends, and out-of-state may be required on occasion. ***Travel will be based on CDC guidelines to community sites, meetings, schools, conferences, and trainings both in and out-of-state.***

***This position will Work at Home through 2022 and will require you to report to our East Hartford, CT office in January 2023 on occasion.***

***A cover letter with your resume is required for consideration.***

### ESSENTIAL FUNCTIONS

- Works with community subcontractors (mentoring and prevention providers) to facilitate and monitor program outcomes, budgets, data collection, and funder reporting.
- Build and maintain positive, professional relationships with primary and secondary stakeholders.
- Develop and implement methodologies, resources, and training programs on appropriate quality standards, prevention systems, and youth development.
- Assist funded programs to identify and assess in-kind resources for program implementation.
- Assist and participate in organizational projects and other duties as assigned.

### KNOWLEDGE & SKILLS

- Program development and management.
- Effective capacity, training, technical, and relationship building.
- Strong written, public speaking, and presentation skills.
- Grant project and budget management reporting.
- Collaborative, and customer-service oriented.
- Ability to keep up to date on job related knowledge.

## MINIMUM QUALIFICATIONS

- Advanced degree in a public health field preferred, or equivalent professional experience.
- Broad knowledge and 5 years of experience in prevention, public health and/or youth development programming, administration, and implementation, specifically in urban communities.
- Bilingual English/Spanish required.
- Ability to lead community processes and coalitions.
- Proficiency with data management and technology applications
- Strong knowledge of urban community assets, resources, referrals, and wrap-around services.
- Proactive, self-starter, strong attention to detail, and ability to follow through on multiple tasks in a fast-paced environment.
- Personal qualities of integrity, credibility, and a commitment to The Governor's Prevention Partnership's mission and core operation principles.
- Must have transportation and a valid Connecticut driver's license for travel throughout Connecticut.
- PMP or related certification preferred.
- CPS certification preferred.
- Must be able to travel 40% of the time, and attend meetings, conferences, and other events during normal business hours, and occasionally during evening and weekend hours.
- COVID-19 vaccination is required.

**Salary Range: \$70,000 - \$75,000**

***A cover letter with your resume is required for consideration.***

**Closing Date: December 19, 2022**

**Reference posting ID #PM-PMI: [Humanresources@preventionworksct.org](mailto:Humanresources@preventionworksct.org)**